



MONASH STUDENT ASSOCIATION
Training and Professional
Development

Information Booklet

FNS40222

**Certificate IV in Accounting
and Bookkeeping**



Table of Contents

MSA Training and Professional Development	3
Why Choose MSATPD	4
FNS40222 Certificate IV in Accounting and Bookkeeping	5
Where can I study this course?	6
Entry Requirements	6
This course is suitable for	7
Pathways	7
Class and study estimated times	8
Timetable	8
Assessments	9
Materials and Requirements	9
Course Syllabus	10
Recognition of Prior Learning (RPL)	13
Credit Transfers (CT)	13
Fees	14
Unique Student Identifier	14
How to Enrol	15
Notable programs within the MSA	16

MSA Training and Professional Development

MSA Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs. Our courses are delivered as either classroom-based training or real-time remote training via Zoom. They are taught in a supportive and engaging environment. Throughout your learning journey you will gain a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply. This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.



msa-monashtraining@monash.edu



9905 3180

msatraining.edu.au 

Why choose MSA Training and Professional Development?

Continuous Improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and students and to our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of trainers and assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and receiving all the support they need. As we are a smaller RTO, we have the opportunity to get to know our students and can provide individualised support. MSATPD is part of MSA – a non-profit organisation located at Monash University in Clayton, Victoria. Meaning our aim is to provide a high-quality service, not to make money. The course fees are implemented to cover costs and improve services.

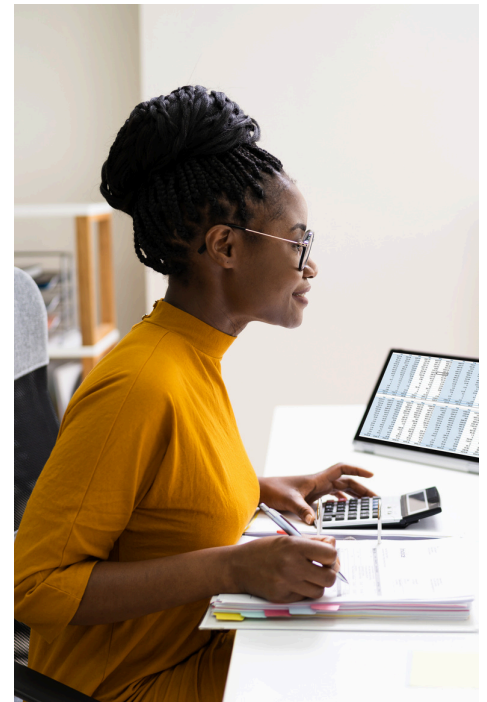
Support

Support services are available at MSATPD, including one on one tutoring in English and Computer skills, discounted counselling, Disability support, useful study guides, along with a number of other services. The MSA culture focuses on inclusivity, supporting the LBGTQI+ Community, acknowledging the traditional land owners.



FNS40222 Certificate IV in Accounting and Bookkeeping

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.



Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements. Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration.

Other conditions apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Assessment methods and requirements

Assessment will include trainers conducting observations while students are on placement, written knowledge questions, and classroom activities, role plays and projects. Assessments are to be submitted to your trainer within 4 weeks of the unit/cluster.

Where can I study this course?



Entry Requirements

Students will require a sound understanding of how to navigate computers along with software (Word, PowerPoint), opening and closing documents, saving documents, formatting documents, typing and using the internet for searching and emails. Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.



Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.

This course is suitable for:

This course will provide students with the opportunity to gain skills and knowledge in the accounting industry to:

- become contract bookkeepers and/or BAS agents
- gain employment, performing bookkeeping tasks in small/medium businesses
- start and/or manage their own small business
- Depending on your experience and other qualifications, your career and job outcomes may include:

✓
Accounts Administration

✓
Accounts Clerks

✓
Accounts Payable Officers

✓
Accounts Receivable Officers

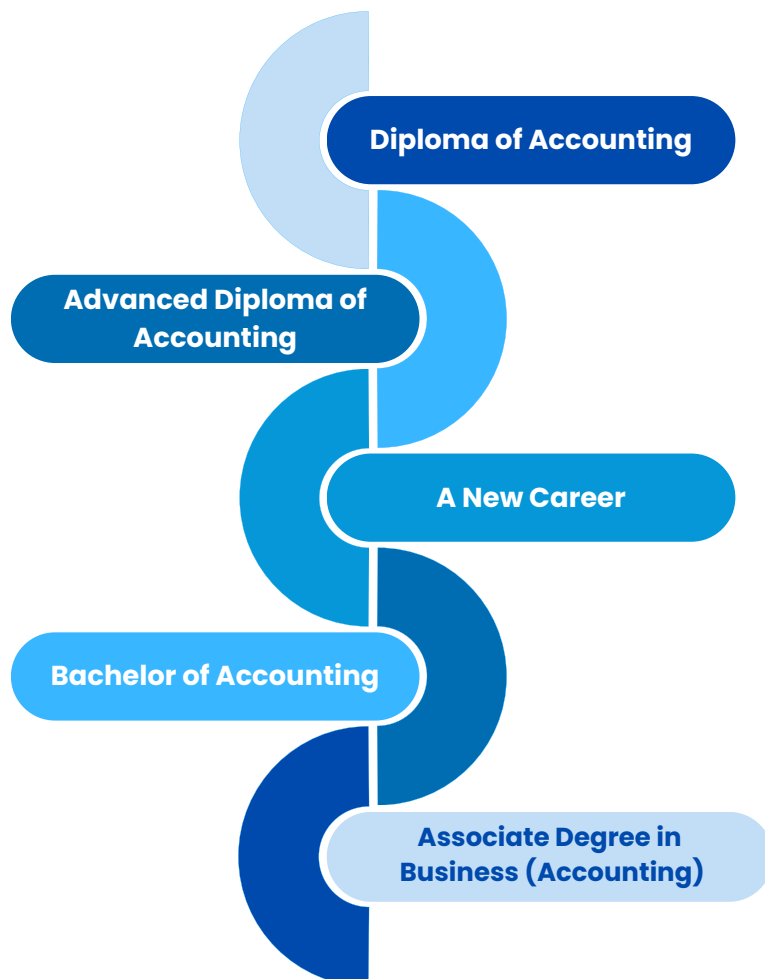
✓
Bookkeepers – contract or employee

✓
Payroll Officers

✓
Debtors Clerks

✓
BAS Agent

✓
Assistant Accountant



Pathways

After achieving this qualification, depending on interests, skills, knowledge and experience, students may undertake higher level qualifications such as the FNS50222 Diploma of Accounting. You may also apply to Monash University for entry into a Bachelor of Accounting. This qualification can open up a world of possibilities.

Class and Study Estimated Times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Those with some experience in training may find they take less time, similarly those who are new to the industry may find the higher end of the times listed will apply.

Estimated Hours	
Pre-course reading and research	10 hours
Total Classroom (zoom/f2f) Hours	196 hours
Independent study/reading/research	150 –170 hours
Additional Support Days	14 hours
Preparation for role plays	40–50 hours
Completion of assessments	200–210 hours

Timetable

The FNS40222 Certificate IV in Accounting and Bookkeeping will run for 28 sessions, typically one day a week for approximately 9 months. Timetables will be listed on the website when available.



Assessments

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (eg. giving presentations in class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan. A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding assessment and extension processes.



Materials and requirements

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop. Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home.

For online courses/ units, you will need access to a computer which has video/audio capability, internet access and a web browser. Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course.

Course Syllabus

Unit of Competency	What you will learn
BSBTEC302 Design and produce spreadsheets	<ul style="list-style-type: none">• Design spreadsheet design to suit purpose, audience and information requirements of task• Format spreadsheet using application functions, according to organisational policies and procedures and presentation requirements
FNSACC418 Work effectively in the accounting and bookkeeping industry	<ul style="list-style-type: none">• Adapt to changes in technology and work organisation in a timely manner• Identify and review own professional development needs and goals on regular basis• Develop systems to support user needs
FNSACC321 Process financial transactions and extract interim reports	<ul style="list-style-type: none">• Identify, check and record information from financial documents• Reconcile banking documentation against organisation's financial records• Prepare required journal entries within organisational timeframes
FNSACC322 Administer subsidiary accounts and ledgers	<ul style="list-style-type: none">• Amend receipts entered into manual accounts receivable system according to established procedures• File documentation according to organisational policy and procedures
FNSACC421 Prepare financial reports	<ul style="list-style-type: none">• Determine method of calculating depreciation in accordance with organisational requirements• Adjust expense accounts and revenue accounts for prepayments and accruals• Prepare balance sheet to reflect financial position of business at end of reporting period

Unit of Competency	What you will learn
FNSTPB412 Establish and maintain payroll systems	<ul style="list-style-type: none"> • Conduct payroll preparation within designated timeframes and according to organisational policy and procedures • Enter employee pay period details in payroll system in line with source data • Respond to payroll enquiries according to organisational and legislative requirements
FNSTBP411 Complete business activity and instalment activity statements	<ul style="list-style-type: none"> • Identify and document lodgement schedule requirements • Identify and document own competency development requirements relating to changes in legislation • Calculate and reconcile total salaries, wages and other payments for a reporting period to enter onto a BAS
FNSACC414 Prepare financial statements for non-reporting entities	<ul style="list-style-type: none"> • Systematically code, classify, and check data for accuracy and reliability according to organisational policy and procedures • Prepare financial statements using structure and format that comply with accounting standards and organisational requirements
FNSACC426 Set up and operate a computerised accounting system	<ul style="list-style-type: none"> • Identify sources of technical help and use them to solve operational problems • Use general journal to make balance day adjustments for prepayments and accruals • Customise chart of accounts to meet reporting requirements of organisation
FNSACC412 Prepare operational budgets	<ul style="list-style-type: none"> • Break down annual budgets into seasonal periods according to organisational operating procedures • Monitor budget variance and seek direction from client or designated person to address variance as required • Define cash, expenditure and revenue items and ensure they are relevant to budget

Unit of Competency	What you will learn
BSBESB401 Research and develop business plans*	<ul style="list-style-type: none"> • Establish resource, legal and compliance requirements according to identified business goals and objectives • Calculate prices based on costs and profit targets, as a charge-out rate for labour or unit price for products and/or services • Develop a contingency plan to address possible areas of non-conformance according to workplace procedures
FNSACC323 Perform Financial Calculations*	<ul style="list-style-type: none"> • Identify and acquire resources and equipment needed to perform calculations • Perform financial calculations and complete work requirements using techniques suited to selected method • Check results and confirm that calculations are accurate and meet required outcomes, and identify and correct computational errors
BSBPEF501 Manage personal and professional development*	<ul style="list-style-type: none"> • Support others to develop work goals, plans and activities that align with their responsibilities • Participate in personal and professional development activities that address identified needs, priorities and plans

This qualification contains 13 units of competency, consisting of 10 core and 3 elective*.

Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment—for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the FNS40222 units, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by another RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s).

In determining where credit transfer may be granted, MSA Training and Professional Development must be confident of the currency of the applicant's knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated. MSA Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

Fees

Non-Funded	
Full	Concession
\$5,370.50	\$5,171.00

Payment plans are available.

Unfortunately, the Victorian Department of Jobs, Skills, Industry and Regions have not allocated us any Skills First funded places for this qualification in 2024. To discuss any queries or concerns you have about the lack of funding for this course with us you can contact the department on 9651 9999 or email training.market.services@djsir.vic.gov.au

Unique Student Identifier (USI)

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. You will need to create your USI before you train with us and provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au

How to Enrol

All enrolments are to be done online.

- **Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)**
- **Create a USI (Unique Student Identifier) through www.usi.gov.au**
- **Complete the enrolment form via our website**
- **Once the enrolment form has been completed, you will be sent an email to create an account on our student portal to complete a language, literacy and numeracy assessment, pre-training review and Skills First funding declaration form**
- **Send through your Medicare card; Australian/NZ birth certificate; or formal documentation confirming permanent residence.**
- **If you are applying for a Concession rate; submit any relevant concession cards such as healthcare cards or pension cards.**
- **Once you have submitted the required documents, our team will be in touch to discuss your application and finalise your enrolment.**



Notable programs and departments within MSA:



Period positivity – providing free feminine hygiene products



MSA's Indigenous department – providing support to all Aboriginals and Torres Strait Islanders throughout their studies.



MSA Women's department – creating a safe campus where you feel a sense of belonging.



MSA Disabilities and Carers Department – advocating for the needs of students with disabilities and student carers at Monash Clayton



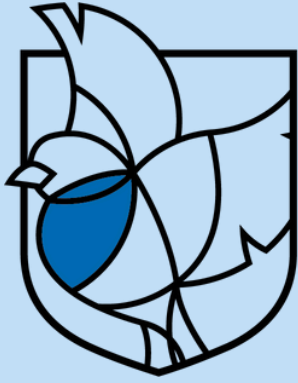
MSA Queer department – Supporting all queer identifying and questioning individuals at Monash



Gender Affirmation at MSA – In 2022, MSA introduced Establishing Gender Affirmation leave where specific leave options are available for any MSA staff considering gender transition.



MSATPD Mental Health Resources – Free resources to assist anyone struggling with mental health conditions.



MONASH STUDENT ASSOCIATION
Training and Professional
Development

RTO Number: 21526

Find us online at:

msatraining.edu.au



@msa.tpd



@msa.tpd



@msatpd